



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
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DAVID E. JANSSEN  
Chief Administrative Officer

January 18, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR DELEGATED AUTHORITY  
TO NEGOTIATE AND ADMINISTRATIVELY CONSUMMATE  
MINOR LEASES FOR VARIOUS DEPARTMENTS  
(ALL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Delegate the authority to the Chief Administrative Office (CAO) to negotiate and consummate the minor leases shown on Exhibit A for various County departments.
2. Find that the proposed leases are categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board.
3. Approve these projects and authorize the CAO and the department involved to implement the projects.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the proposed action will allow the CAO to administratively extend/renew minor leases for a period not to exceed three years and will provide County departments with continued occupancy at their current locations.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

Pursuant to the authority granted under County Code Section 2.08.159, the CAO may consummate all minor leases administratively. However, while the CAO has the authority to execute new minor leases, County Counsel has opined that a re-lease of the same facility requires Board approval. Therefore, the recommendations proposed herein will provide for more efficient processing of these minor lease renewals and obviate the need for individual Board approval for renewal of each of the attached 25 leases.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The Countywide Strategic Plan directs that we improve the workplace environment in order to enhance quality and productivity (Goal 2, Strategy 2) and that we strengthen the County's fiscal capacity (Goal 4). In this case, we are addressing County's space needs in the most efficient manner possible while keeping with County's policy of consolidating multiple departmental functions, when it is found to be appropriate, and housing some subvented programs in leased space.

### **FISCAL IMPACT/FINANCING**

Since all the facilities involved are currently subject to existing leases, it is anticipated that there will be little new fiscal impact, if any, from the proposed re-leases. The impact will result only from small increases in the rental rates negotiated, if any. A further limitation is that the rental rate cannot exceed \$7,500 per month. If the lease cost exceeds \$7,500 per month, the CAO will submit a lease recommendation to your Board for consideration.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On March 12, 2002, March 4, 2003, and March 30, 2004, your Board approved similar delegated authority recommendations submitted by the CAO to negotiate and consummate minor leases. The proposed recommendations will be applicable to the 25 leases shown on Attachment A, which are on a month-to-month tenancy or are due to expire during the calendar year 2005, provided the impacted departments indicate a desire to stay at the current facility. New leases with the same term and rental rate limitations, at a different facility, will continue to be covered by County Code Section 2.08.

The leases shown on Attachment A will be approved by the CAO only under the following conditions:

- The departments involved will be required to provide sufficient justification of their continued need for the space to the CAO, and the CAO determines that the renewal of the existing lease is the best course of action.
- The facilities involved meet the criteria for seismic integrity set by the Department of Public Works to be suitable for County occupancy.
- The proposed leases will become effective upon approval and execution by the CAO.
- The proposed leases are too small for child care facilities to be incorporated.
- The proposed lease may contain a rental adjustment provision, if any, to be based on the Consumer Price Index, provided any adjustments will not cause the lease to be for a monthly rental cost greater than \$7,500 per month.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The CAO believes that the proposed recommendations are in the best interest of the County by providing a mechanism to obtain necessary space for the various County requirements in a more efficient manner. The CAO will consummate these leases only if, upon review, each is found individually to be in the best interest of the County.

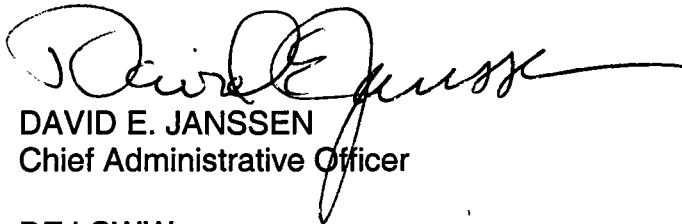
Some of the facilities shown have additional existing County lease(s). To the extent possible, the CAO will consolidate these leases into one agreement, and if it exceeds the administrative limitations, a recommendation will be brought to your Board for consideration.

The Honorable Board of Supervisors  
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**NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT**

Since all the leases shown on Attachment A are in essence re-leases, these projects are exempt from CEQA pursuant to Class 1, section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15061 (b) (3) of the State CEQA Guidelines.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David E. Janssen", with a long horizontal flourish extending to the right.

DAVID E. JANSSEN  
Chief Administrative Officer

DEJ:CWW  
CEM:MS:hd

Attachment

c: County Counsel  
Auditor-Controller  
All County Departments Indicated

MinorLeases05.b

## ATTACHMENT A

## Minor Leases Due Calendar Year 2005

DEPARTMENT	ADDRESS	CITY	FIRM NO.	LEASE NO.	START DATE	ENDS DATE	MONTHLY RENT	ADDITIONAL LEASES
Sheriff	13837 West Fiji Way UCLA Sublease (Marina del Rey Parking)	Marina Del Rey	97749	L-0339	01/27/1994	01/26/1997	GRATIS	None
Sheriff	13525B Telegraph Road South Whittier Community Sub-Station	South Whittier	97844	L-0461	01/01/1996	12/31/2004	\$1.00	None
District Attorney	3220 Rosemead Boulevard (Building B, Suite B), Victim Witness Asst. Program	El Monte	97446	L-0793	01/15/2002	01/14/2005	\$2,485.34	3
Sheriff	42043 50th Street West Quartz Hill Sub-Station	Quartz Hill	97726	L-0789	01/15/2002	01/14/2005	\$750.00	None
Parks & Recreation	Equestrian Riding & Hiking Trail (El Vago Street)	La Canada-Flintridge	98454	L-0786	02/01/2002	01/31/2005	\$3,776.00 Annually	12
Parks & Recreation	Baldwin Hills State Park, Fairfax-La Brea Terminal, Water Service Line	Los Angeles	98390	43368	02/28/1983	02/27/2005	\$50.00	5
Public Social Services	3435 Wilshire Boulevard Additional Parking	Los Angeles	97173	L-0797	03/14/2002	03/13/2005	\$975.00	1
Registrar-Recorder	12440 East Imperial Highway Loading Dock and Use of Trash Compactor	Norwalk	98849	L-0800	04/01/2002	03/31/2005	\$2,500.00	3
Mental Health	12624 Daphne Avenue Parking	Hawthorne	98047	L-0802	04/16/2002	04/15/2005	\$300.00	None
Fire Department	7300 Alondra Boulevard, # 203 Hazardous Materials Inspection Program	Paramount	98360	L-0804	06/01/2002	05/31/2005	\$2,344.00	None
Parks & Recreation	Saybrook Park 6300 East Northside Drive	Los Angeles	98423	L-0801	6/1/2002	5/31/2005	\$800.00 Annually	12
Public Library	5218 Santa Ana Street Cudahy Library	Cudahy	98867	L-0807	06/01/2002	05/31/2005	\$2,317.04	None
Parks & Recreation	27401 Lake Hughes Road Monument Display-Signage	Castaic	98408	P-0895	07/01/2004	06/30/2005	\$250.00 Annually	13
Health Services	16921 East Avenue O Lake Los Angeles Clinic Saddleback Plaza	Palmdale	97942	L-0872	02/15/2004	07/31/2005	GRATIS	1
Sheriff	8353 Sepulveda Boulevard 1st Floor TRAP Program	North Hills	97866	L-0810	08/01/2004	07/31/2005	\$1.00 Annually	None
Sheriff	1817 East Avenue "Q" Automotive Repair Facility	Palmdale	97682	L-0811	08/01/2002	07/31/2005	\$2,760.00	None
Health Services	2651 Elm Street, Suite 100 Public Health	Long Beach	97854	L-0813	09/01/2002	08/31/2005	GRATIS	None
Public Library	7309 Adams Street Office and Warehouse Space	Paramount	98867	L-0814	09/01/2002	08/31/2005	\$6,200.00	None
Alternate Public Defender	221 East Walnut Street Suite 238 and 240 Legal Representation	Pasadena	97666	L-0818	09/18/2002	09/17/2005	\$5,920.00	None
Public Social Services	5077 Lankershim Boulevard 4th Floor GROW Program	North Hollywood	97364	L-0820	10/01/2002	09/30/2005	\$4,800.00	None
Public Social Services	8017 South Atlantic Boulevard Parking Lot (Ground Lease)	Cudahy	97125	L-0812	10/20/2002	10/19/2005	GRATIS	None
Mental Health	26 & 28 Almansor Street Transitional Housing Space	Alhambra	98115	L-0826	12/01/2002	11/30/2005	\$2,525.00	2
Mental Health	423 South Monterey Street, Units A, B & C Transitional Housing Space	Alhambra	98113	L-0827	12/01/2002	11/30/2005	\$2,901.00	2
Board of Supervisors	23920 West Valencia Boulevard Suite 265 Fifth District Field Office	Santa Clarita	98685	L-0823	12/16/2002	12/15/2005	\$2,538.10	4
Sheriff	One Space Park, Building S/2836 TRAP Program	Redondo Beach	97892	L-0828	12/31/2002	12/30/2005	GRATIS	None